

## **Surgical critical care and Acute care surgery Fellowship Application Service (SAFAS)**

[www.safas-sccpds.fluidreview.com](http://www.safas-sccpds.fluidreview.com)

### **PROGRAM INSTRUCTIONS**

#### **SAFAS ACCOUNT and PASSWORD:**

1. Your Account must be Created by SAFAS Administrator.

#### **FELLOWSHIP PROGRAM HOME PAGE:**

2. Choose your Team (your Fellowship Program).
3. Your Team Leader (Program Director) and Members will be listed.
4. You will receive a notification E-mail with each Application.
5. You will receive a notification E-mail with each Recommendation.
6. If there are Applications for your Program, they will be listed.
7. Click on Up or Down Arrows in Column Headings:  
To sort by "Date Submitted" or Alphabetical order.

#### **VIEW and DOWNLOAD APPLICATIONS:**

8. Click on the Folder icons to View a list of each Applicant's documents.
9. To download a ZIP file of each Applicant's documents:
10. Click on "Download" at the bottom of each Applicant's folder icon list.
11. The ZIP file includes:  
All of this Applicant's Individual Documents.  
A Comprehensive PDF of all of this Applicant's documents.
12. This Webpage lists ALL Applicants to your Program.
13. This Webpage may be printed or saved as PDF.
14. "Received the Application?" may be used for your own records.
15. Do Not Use Rankings.

#### **ALTERNATIVE VIEW and DOWNLOAD:**

16. Click on Applicant Name to View individual documents.
17. You may "Download" a ZIP file of Applicant's documents.
18. Click on "Download" at top to download ZIP files of ALL Applications.

#### **HELP and SUPPORT:**

19. Resources, Links, and Contact information at the SAFAS Web top navigation bar.
20. For SAFAS service support, contact SAFAS Administrator:  
SAFAS Administrator: [webmaster@sccpds.org](mailto:webmaster@sccpds.org)
21. For FluidReview technical support, contact FluidReview Help Center:  
<https://fluidreview.zendesk.com/hc/en-us/categories/202613618-Contact-Us>

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